

Duties:

Under the general direction of the Fire Chief, serve as principal assistant to the Chief in organizing, directing, supervising and coordinating activities associated with the department, and ensuring effective and efficient firefighting techniques and procedures. Responsible for the efficient operation of the department during Chief's absence.

Develop and recommend firefighting procedures and departmental policies. Upon designation, direct personnel, apparatus, equipment and property of the department at fire scenes, ensuring strict compliance with rules and regulations of the department.

Assist the Chief in fire investigations and emergency calls. Recommend prosecution if necessary after further investigations of suspicious fires. Maintain complete records of related department activities.

Assist the Chief in establishing training programs and refresher courses for all department personnel, developing firefighting programs.

Oversee the general upkeep and orderliness of the fire station and the maintenance and operation of all firefighting equipment and apparatus.

Respond to all fires and emergencies, when necessary, in absence of the Chief. Direct firefighting activities, notify surrounding towns if assistance is needed, follow established procedures (Mutual Aid) to coordinate activities.

Perform or assist in conducting periodic inspections of all public buildings, schools, hospitals, convalescent homes and business buildings within the Town when necessary.

Make recommendations for fire prevention and report violations in accordance with established procedures. Represent the Chief at various meetings, court sessions, conferences, seminars, etc., as required.

Maintain a good working relationship with the Town. Assist the Chief in various other functions including resolution of various grievances, preparing forms and statistics, etc.

Attend conferences, meetings, seminars, etc, and read pertinent fire publications to keep abreast of the latest fire fighting techniques. Perform other related duties as required or as responsibilities necessitate.

Basic Knowledge:

Considerable knowledge of current fire fighting tactics, equipment, methods, and techniques equivalent to and Associate's Degree in Fire Science. Must hold appropriate Massachusetts drivers license.

Experience:

Work requires seven to ten years of fire and command experience.

Independent Action:

Function independently to command assigned shift of Firefighters. Make decisions to meet difficult and emergency situations. Review unusual problems, conditions or situations with the Chief.

Supervisory Responsibility:

Responsible for command of assigned shift of 27 personnel.

Physical and Environmental Standards:

Governed by Massachusetts law.

DEPCHF.